easy steps to taking credit classes at MCC

1. **Enroll Today!**
   manchestercc.edu

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Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debi Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

**Continuando con el Aviso Anti-Discriminatorio**
Manchester Community College no discrimina por motivos de raza; color; religión; credo; edad; sexo; nacionalidad; identidad de género o expresión; origen nacional; estado civil; ascendencia; herencia presente o pasada de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física; estado de vejez; orientación sexual; información genética o antecedentes genéticos. La siguiente persona ha sido designada para responder consultas relacionadas con nuestra política anti-discriminatoria: Debi Freund, Directora de Diversidad (Título IX y la sección 504/ADA Coordinador) en Manchester Community College; Great Path, MS#9, P. O. Box 1046, Manchester, CT 06045-1046; SSC 1277. Manchester Community College está bajo el plan de Acción Afirmativa/Empleador de Igualdad de Oportunidades y alienta encarecidamente las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

The college reserves the right to make any necessary changes in the information listed in this publication.

Alternative formats of this material may be provided upon request.

MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. March 2019/12M/PR

Photo credits: Brian Lombardo ‘95, Ann Montgomery ’96
Welcome!

Hello and welcome to Manchester Community College. We know that you have many choices in deciding where to pursue your education, so we thank you for choosing MCC. We created the Enrollment Guide as a tool to help you navigate the enrollment process. The guide offers step-by-step instructions for applying for admissions to registering conveniently online.

Inside this guide, you will find the information you need to successfully enroll in classes, including important dates and deadlines. You will also find the answers to many commonly-asked questions.

MCC has transitioned its course catalog and course offerings to a digital format. The course offerings can be found at http://my.commnet.edu and the College Catalog, where you will find information regarding policies, resources, departments, courses and descriptions, can be found at http://catalog.mcc.commnet.edu.

I look forward to helping you navigate the enrollment process.

Thank you for making MCC your college of choice.

Sara M. Vincent
Director of Enrollment Management

Office Hours

ADMISSIONS, FINANCIAL AID AND REGISTRAR

Monday, Wednesday, Thursday ............. 8:30 a.m.-4:30 p.m.
Tuesday ............................................. 10:30 a.m.-7:00 p.m.
Friday ............................................... 8:30 a.m.-4:30 p.m.

BURSAR’S OFFICE

Monday, Wednesday, Thursday ............. 9:00 a.m.-3:30 p.m.
Tuesday ............................................. 9:00 a.m.-7:00 p.m.
Friday ............................................... 9:00 a.m.-1:00 p.m.

BOOKSTORE

Please visit the bookstore website for updated store hours: www.mctc.bkstr.com

Important Telephone Numbers

This Enrollment Guide provides answers to many commonly-asked questions. For more information, please use the telephone numbers below:

Academic Offices

Liberal and Creative Arts ......................... 860-512-2660
Science, Technology, Engineering and Mathematics .... 860-512-2700
Social Science, Business and Professional Careers ....... 860-512-2750

Academic Support Center ....................... 860-512-2610

Admissions .......................................... 860-512-3210
International Students ......................... 860-512-3214, 860-512-3212

New Student Information ....................... 860-512-3210
Testing Services ................................... 860-512-3590
Transcript Evaluation .............................. 860-512-3214

Advising and Counseling Services .............. 860-512-3320

Bookstore .......................................... 860-645-3140

Bursar’s Office ...................................... 860-512-3640

Career Services ..................................... 860-512-3372

Continuing Education ......................... 860-512-2800

Cooperative Education ......................... 860-512-3312

Disability Services .................................. 860-512-3590

Distance Learning Support .................... 860-512-2857

Financial Aid ....................................... 860-512-3380

First Year and New Student Programs ........... 860-512-3320
Adults in Transition (AIT) ...................... 860-512-3343

New Student Orientation ....................... 860-512-3320
Smart Start ........................................ 860-512-3325

Summer Training and Academic Retention Services
(STARS) ........................................... 860-512-3345, 860-512-3346, 860-512-3348

Library ............................................. 860-512-2880

Registrar’s Office ................................. 860-512-3220

Enrollment Verification ......................... 860-512-3223

Immunization Information ...................... 860-512-3225

MCC Transcripts ................................... 860-512-3223

Student Activities ................................. 860-512-3283

Student Affairs ................................... 860-512-3203, 860-512-3204

Student Retention Services ..................... 860-512-3303

Veteran’s Services

Advising/Counseling .............................. 860-512-3307

Tuition Waivers/Certifications .................. 860-512-3375

For more information ............................ 860-512-3000

Closings due to weather .......................... 860-512-3000
Important Dates: 2019-2020

Summer Session
May 28 3-week and 6-week day/evening and intensive program
Session 1 starts
June 10 8-week day/evening session starts
June 24 6-week day/evening session starts
July 8 6-week day/evening and intensive program Session 2 starts
July 15 Deadline to apply for August 2019 Graduation

Fall Semester
April 1 Fall 2019 online registration begins for continuing students
April 2 Open House
April 8 Fall 2019 registration begins for all students
May 14 Financial aid priority deadline for Fall 2019
August 6 Tuition Due
August 6 Installment payment plan available
August 13 Financial aid priority awarding due date
August 26 Last day to receive 100 percent refund (tuition only)
August 26 Fall 2019 semester begins
August 26 Senior citizen, cross-registration and High School Partnership Program registration

August 27 Fall 2019 classes begin
August 27 Accelerated Session 1 (8-week) begins*
September 2 Labor Day (college closed)
September 3 Last day to add courses
September 10 Last day of 50 percent drop period (14th calendar day) for General Fund (15-week) classes
September 10 Accelerated Session 2 (12-week) begins*
October 14 Accelerated Session 3 (8-week) begins*
October 15 December 2019 graduation application due
October 22 Reading Day (no classes) 1/21
November 4 Last day to make up incompletes
November 4 Last day to withdraw from General Fund (15-week) classes without penalty
November 27 Thanksgiving Recess (no classes) 2
November 28-30 Thanksgiving Recess (college closed)
December 6 Last day to submit withdrawal paper work with instructor signature
December 9-13 Final exams
December 23 Fall 2019 Semester ends
December 25 Christmas Day (college closed)

Winter Intersession
October 17 Winter 2019 online and in-person registration begins
December 26 Winter 2019 classes begin
January 1 New Year’s Day (college closed)
January 13 Winter classes end, final exams

Spring Semester
October 1 Financial aid priority deadline for Spring 2020
November 4-8 Continuing Veterans Advising Week
November 4 Spring 2020 online registration begins for continuing students
November 11 Spring 2020 registration begins for all students
January 1 New Year’s Day (college closed)
January 2 Tuition Due
January 7 Installment payment plan available
January 20 Martin Luther King, Jr. Day (college closed)
January 21 Spring 2020 semester begins
January 21 Senior citizen, cross-registration, and High School Partnership Program registration
January 21 Last day to receive 100 percent refund (tuition only)
January 22 Spring 2020 classes begin
January 22 Accelerated Session 1 (8-week) begins*
January 28 Last day to add courses
February 4 Last day of 50 percent drop period (14th calendar day) for General Fund (15-week) classes
February 5 Accelerated Session 2 (12-week) begins*
February 14 Lincoln’s Birthday observed (no classes) 3
February 17 Washington’s Birthday (college closed)
February 28 F1 international student admissions begins for the Fall 2020 semester
March 15 May 2020 graduation application due
March 16-22 Spring 2020 recess (no classes) 3
March 18 Accelerated Session 3 (8-week) begins*
April 1 Last day to make up incompletes
April 1 Last day to withdraw from General Fund (15-week) classes without penalty
April 10 Day of Reflection (college closed)
May 7 Reading Day (no classes) 1/21
May 8 Last day to submit withdrawal paperwork with instructor signature
May 11-17 Final exams
June 1 Spring semester ends

1 Administrative offices open.
2 Reading Days are to be used as study days and/or optional make-up class time at the discretion of the faculty members. No student shall be penalized for not attending any activities/classes on a reading day.

The term “college closed” means that no classes – credit or non-credit – will be held and no college services will be available. The “no classes” dates do not apply to Continuing Education non-credit classes. Please note: start and end dates vary for accelerated credit courses and non-credit classes.

* Refund policies are different for accelerated courses. Please see Credit Extension Refund Policy on pages 18-19.
How To Apply For Admission

Students may complete an Application for Admissions:

- online at https://my.commnet.edu;
- by completing an application in person or emailing it to Admissions office at ma-admissions@manchestercc.edu; the Admissions office is located in SSC L156.
- by submitting it to the Admissions office by mail: MCC Admissions Office MS #12, P.O. Box 1046, Manchester, CT 06045-1046;
- faxing it to 860-512-3221;

Include with the application:

- $20 non-refundable application fee
- Final official high school transcript or GED
- Documentation of two doses each of vaccines for measles, mumps, rubella and varicella (MMRV). State law requires ALL students attending Connecticut colleges provide proof of immunization.

Contact the Registrar’s office with further questions, 860-512-3220. Please note: any documents received are considered third party documents and will not be returned to the student.

International students should contact, Elijah A. Oliver at 860-512-3214, Sara Vincent at 860-512-3212 or Gail Anne Arroyo at 860-512-3230 for information regarding F-1 student visas. For more detailed information, visit manchestercc.edu/international.

Types of Students at MCC

- New Student is anyone who has never previously attended another college or university and is attending Manchester Community College for the first time.
- Transfer Student is anyone who has attended a previous college or university prior to attending Manchester Community College. Matriculating transfer students should have official transcripts from all previous colleges forwarded to the Admissions office for evaluation. Transfer credit evaluations are necessary before advising appointments.

- Readmit Student is anyone who last attended Manchester Community College more than two years ago and has never attended another college or university.
- Non-degree Seeking Student is anyone interested in enrolling in individual courses but who is not interested in pursuing a degree or certificate.

Part-time non-degree/non-matriculated students do not need to provide proof of high school completion or immunization records, but must be able to satisfy any academic prerequisites during registration. Prerequisite requirements are outlined in the course descriptions in MCC’s catalog at http://catalog.mcc.commnet.edu.

What is myCommNet?

myCommNet is the portal that provides access to the Banner student information system; Blackboard, MCC’s course management system; student email and other online services. It can be accessed at http://my.commnet.edu.

How To Log In To myCommNet

myCommNet gives you the ability to access information you need with a single sign-on. You will use the student self-service area in myCommNet to view and update your financial aid package, student records and registration information.

After the initial login, you will be instructed to change your password.

Logging onto myCommNet for the first time:

A Banner ID number will be assigned to you when you are admitted. Your NetID is your Banner ID with "@student.commnet.edu" following the numbers (i.e. 12345678@student.mcc.commnet.edu). Your initial password is made up of the following personal information:

1. First three characters of your birth month (with first letter capitalized)
2. The "&" symbol
3. Last four digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.

You will be prompted to change your password.
Passwords must follow these rules:
- Must be eight characters long
- Contain three of the following four character types:
  - Upper case letters (A-Z)
  - Lower case letters (a-z)
  - Digits (0-9)
  - Special characters (!@#$%^)
- Must not be the same as your previous password
- Cannot contain any part of your user name

Need to look up your NetID or to reset your password?
- Go to www.ct.edu/netid
- If unsuccessful, contact the IT Help Desk at 860-512-3456.

**How to Access Student Email**

Student email accounts are issued to all students. This email address is the ONLY email by which the college and your instructors will communicate with you.

You can expect to receive official college communications that pertain to all students, as well as individual communication from administrative and academic offices, faculty and staff.

**To access your student email:**
1. Enter the Microsoft Office 365 web address: http://portal.microsoftonline.com
2. In the User ID field enter your NetID: eight-digit Banner ID followed by @student.commnet.edu (ex: 12345678@student.commnet.edu)
3. When you click on the Password field, an alert will prompt you that the page is "Redirecting" and "…taking you to your organization’s sign-in page"
4. An authentication box will require you to enter your NetID and your password
5. Click the OK button

**THIS EMAIL ACCOUNT WILL BE YOURS FOR LIFE.**

You can also view your email address and log into Office 365 through the Office 365/Student Email link located on the myCommNet homepage:
1. Go to: http://my.commnet.edu or select the myCommNet link from the MCC homepage. The Office 365/Student Email link will take you to Office 365 support page.
2. Click on the Office 365 Login link and login using the instructions above.

**Having Trouble Accessing Your Email Account?**

The most reliable browser with which to access your email is Firefox. Contact the Technology Help Desk in the Student Services Center, SSC L204; at 860-512-3456; or email HelpDesk@manchestercc.edu if you need assistance.

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**WHY MCC?**

**Terri Kitchens**

Business

Transferring from a state university, I didn’t know what to expect coming to MCC. But now that I’m here, I can say that it has left a great impression. The professors here are enthusiastic and will motivate you to want to do well in whatever you aspire to be within your career or your life. The amount of resources the school offers is extremely beneficial. No matter what question you have or amount of help you need, someone will always be able to assist you. That’s what I love about MCC, I never feel as if I’m alone.

With the help of my advisor I was able to plan a clear path I needed to take in order to obtain my associate degree. Once I achieve that, I will be on my way to earning my bachelor’s degree at CCSU. This college gave me the opportunity to find my place and be inspired to move forward in pursuing my career in business. Deciding to come to MCC will forever be one of the best academic decisions I have made.

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**SELF-SERVICE CENTER**

The **Self-Service Center** is located in the Student Services Center lobby across from the Registrar’s office. Students may use this area to register online, accept their financial aid awards, view their class schedule and search for courses.
To Apply For Financial Aid, Follow These Easy Steps:

- Go to fafsa.gov and complete the Free Application for Federal Student Aid (FAFSA).
- Enter the Title IV code for MCC – 001392 – on your application.
- When possible, use the Date Retrieval Tool (DRT) to transfer IRS income data to your FASFA.
- Check your application status by logging onto your MCC Banner account. You can check if you are missing documentation and view your award package, if eligible.

Manchester Community College has established a partnership with Inceptia, a nonprofit organization providing expertise in higher education access, to expedite the federal verification process. If selected for verification, submit your tax returns transcripts and any other required documents to Inceptia at https://www.verificationgateway.org/mcc2020. If you have any questions you may contact Inceptia directly at 1-888-374-8427 or stop by the Financial Aid office.

If you are a continuing student, check your status for satisfactory academic progress through myCommNet.

Basic Eligibility Criteria

- Be a citizen or eligible non-citizen of the United States.
- Have a valid Social Security number.
- Be enrolled (matriculated) in an eligible degree or certificate program.
- Be registered with Selective Service, if a male.
- Apply for financial aid and complete all requirements by May 15, 2019 for Fall 2019 semester and by October 1, 2019 for Spring 2020 semester in order to be guaranteed tuition and fees deferment, if eligible.

Continuing students must be in good academic standing and maintain satisfactory academic progress as defined by the satisfactory progress policy for the CT community colleges. The policy is available on the Financial Aid section of the MCC website at manchestercc.edu/financial-aid.

Students may not receive financial aid for any attempted credits that exceed 150 percent of their published program. For example, for a 60-credit degree program, students become ineligible when they have attempted 90 credits.

Book Purchases

Students with extra funding after covering tuition and fees will be able to purchase books through the campus Bookstore using financial aid. Please see important dates on page 3. Visit the Bookstore website at www.mctc.bkstr.com for updated store hours, or to obtain your books online.

How To View Financial Aid and Check Pending Requirements

After submitting your FAFSA application, you will be able to track your financial aid status and award information electronically using myCommNet at http://my.commnet.edu. If prompted to select the college, be sure to select MCC. If prompted to select the year, be sure to choose the appropriate academic year and “Submit” (i.e. for Fall 2019 and Spring 2020, the academic year is 2019/2020). The first time you log in you will be prompted to update/confirm your contact information. Awards will show as accepted, no further action is needed.

To View Your Financial Aid Award

1. Go to http://my.commnet.edu
2. Log in with your student NetID and password
3. Click on “Banner Student & Faculty Self-Service”
4. Click on “Financial Aid”
6. Click on "Award Package"

To Check Your Pending Requirements and Satisfactory Academic Progress

1. Go to http://my.commnet.edu
2. Log in with your student NetID and password
3. Click on “Banner Student & Faculty Self-Service”
4. Click on “Financial Aid”
5. Click on “Eligibility Requirements”

6. View your financial aid requirements under the “Student Requirements” tab and your Satisfactory Academic Progress status under the “Academic Progress” tab. Any holds will be listed under the “Holds” tab.

Please Note:

- The original award offer is based on full-time status; this award offer is adjusted in proportion to enrollment upon registration, prior to disbursement. Based on federal policy, a student’s budget – known as the cost of attendance – is adjusted based on enrollment credits for that period after the start of the semester. Because the initial calculation and packaging of financial aid award assumes full-time enrollment, part-time enrollment can have an effect on final financial aid eligibility and package. If enrolling part time, contact the Financial Aid office to discuss how your enrollment will affect your final award disbursement, and plan accordingly.

- Students who drop or withdraw from classes must be aware that their financial aid may be affected. Please consult with the Financial Aid office before dropping or withdrawing from courses.

- Financial aid does not cover credit-free courses.

- Financial aid cannot pay for a class taken more than twice.

- It may take up to two weeks for the FAFSA results to be received by the Financial Aid office. Please follow up.

- If expecting a refund check after tuition, fees and books have been paid for, please note that they are processed four to six weeks after classes start. Checks are mailed by the Bursar’s office. Students can set up direct deposit on myCommNet for the refund to be deposited directly to their personal account.

Choosing Manchester Community College needs no further explanation — MCC is the best community college in Connecticut and has a good environmental science program. My interest in environmental science is inspired by my father, who works for an oil resource company in Abu Dhabi.

As an international student, the cultural difference was difficult for me when I first started at MCC, but with the help from faculty and staff I was able to adjust. Now I help in the Admissions office assisting other international students with the enrollment process. MCC makes enrolling easy and provides resources for students to pursue their degrees.

MCC also has good transfer options with other Connecticut state universities. After I graduate from MCC, I plan go to Central Connecticut State University and pursue my bachelor’s and master’s degrees. With a master’s degree in hand, I want to teach at MCC as a faculty member. My thinking is, why not serve at the institute in which I started and that gave me such a great opportunity.

Rahil Chaluwala
Environmental Science

WHY MCC?
To Take the ACCUPLACER® Assessment Test, Follow These Easy Steps:

- Go to “Make a Test Appointment” on manchestercc.edu/testing.
- Register and prepare for ACCUPLACER test session.
- Bring your Banner student identification number and photo ID to the test.

Students will receive their test scores at the end of the session, register for the challenge essay and schedule a new student orientation session. The challenge essay is an opportunity to challenge the results of the ACCUPLACER test and is offered to students after completing the ACCUPLACER. Learn more about the tests on our website.

Transfer students having college-level mathematics and English credits might be exempt from taking tests in those subjects. Students matriculated at other colleges are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver.

Students who believe they qualify for a waiver of the English and/or math assessment tests should submit an Assessment Testing Exemption Request form (found on manchestercc.edu/assessment-test) with necessary documentation. Students with GED, SAT or ACT scores should consult the college website for details on exemptions. The Assessment Testing Exemption Request form must be submitted to the Admissions office.

Myranda Laska
Communication

A family friend had told me that his kids went to community colleges for the first two years of college, and they were glad they did that because the price is so much lower for the exact same quality of education. This caught my attention because I was apprehensive at the thought of having to take out student loans and pay so much money to go to a university. My high school advisor recommended Manchester Community College to me above other colleges because it is known for having great programs and many opportunities.

I wasn’t exactly sure what I wanted to major in or what I wanted to do as a career. I first started out as a Psychology major, but after taking a few of the classes I ended up switching to Communication. I’ve since taken several classes in the Communication major, and I’ve loved every single one of them and done well. Switching majors was a confusing and difficult decision to make, and it increased my time in college because not all of my credits transferred between majors so it was almost as if I had to start all over again. I’m so glad that I experienced this at MCC because at a university it would have been an extremely expensive mistake.

Community colleges are great for people who are not sure what exactly they want to do yet because you’re able to switch majors and experiment with different classes at a much more affordable cost, so it’s less risky. I will be graduating with my associate degree in Communication in May. My focus in Communication is on Public Relations. Currently I am doing an internship on campus in the Public Relations office, which is an amazing opportunity. I’m doing things in this internship that are exactly like the things I would be doing in a job at a public relations company.
New Student Orientation

The first step to a successful college career is attendance and active participation in a New Student Orientation (NSO) session. This comprehensive program provides students with information needed for a smooth and successful transition to college life. The primary goals of NSO are to provide an opportunity for new students to prepare for academic and social success at MCC and to interact with other incoming students and student leaders.

Students should go to https://www.manchestercc.edu/nso to register for orientation. During half of the session, students will have the opportunity to meet with the advising staff to discuss assessment test results, access the college catalog and learn how to retrieve course descriptions and prerequisites, see when courses are offered, build a class schedule, receive information on academic and program advisors, and register and pay for courses. The other half of NSO is spent learning about student life, security policies, campus community, co-curricular activities and services available to students outside of the classroom.

All new and transfer students (full-time, part-time and international students) are expected to attend NSO.

Continuing/Returning Student Advising

Students with fewer than 30 credits in General Studies and Liberal Arts and Science degree programs should call First Year and New Student Programs at 860-512-3320. Students with 30+ credits or in program-specific majors need to contact their program coordinators. Students should email or call their program coordinator or faculty advisor to schedule an appointment, or connect during Advising Weeks, which take place in the fall and spring semesters.

For more information about New Student Orientation, contact Jason Scappaticci at jsappaticci@manchestercc.edu. For more information about Cougar Class, contact T.J. Barber at tbarber@manchestercc.edu.

Marissa Petitto
Graphic Design

I am a Graphic Design major here at MCC. This is my third year here and I plan to graduate this semester.

When I was 15, I was hospitalized for over two months for severe depression. Up to that point I had lived with abusive family members while being raised in a mainstream cult. This brief span in the hospital was the first time I can truly remember being allowed the freedom to have the jurisdiction and authority over my own mind. The art therapist at Saint Francis Hospital, Jenny, taught me that my brain, although at the moment full of depression and fear, could become my greatest tool.

Today, I am pursuing a degree in illustration design, to be followed with degrees in clinical child psychology. My ambition is to be a child and adolescent psychologist for traumatized children and use my story to help others in their recovery. Also, I plan to write and illustrate books for children who don’t otherwise have access to traditional therapy or whose situation does not permit them to seek help.

MCC has helped me to take steps, slowly but surely, to achieve my goals. Being estranged from my parents, I receive no financial support from them and work two jobs to support myself. The flexible schedules of classes – on campus and online – allow me to work and still continue my education. The scholarship programs have also helped offset the cost of classes, enabling me to focus more on learning and less on expenses. Since my first semester in 2016, I have been working on campus as a work-study student, and that program allowed me to be able to leave the toxic environment I was in and start over. I am so grateful for the education and the support I have received here at MCC. My education has given me a purpose, saved my life and gave me a fresh start.
Register for classes online

Fall 2019 online registration starts April 1 for students registered in Spring 2019. Online, in-person, mail or fax registration for all other students begins April 8, 2019.

Spring 2020 online registration starts November 4 for students registered in Fall 2019. Online, in-person, mail or fax registration for all other students begins November 11, 2019.

How to Register Online, Print Class Schedule and Verify Enrollment on myCommNet

To register for your classes:
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Registration/Schedule"
5. Click on "Class Registration"
6. Select Term and Click "Submit"
7. Follow the instructions for "Register For Classes", "Drop Classes" and "Submit Changes"
8. Click on "View Schedule" at bottom of page to confirm registration
9. Follow prompts to initiate payment
10. Logoff

To print out your class schedule:
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Go to the "Banner Student & Faculty Self-Service"
4. Click on "Registration/Schedule"
5. Click on "Student Schedule"
6. Print your schedule using your web browser’s print function
7. Logoff

To print out your Enrollment Verification:
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Student Records"
5. Click on "Enrollment Verification Request"
6. Click on "NSC Self-Service" (direct connect to National Student Clearinghouse)
7. Click on "Obtain an Enrollment Certificate"
8. Print your certificate
9. Logoff

How To Access Distance Learning Courses
To access your online class material using Blackboard:
1. Login to myCommNet using your NetID and password
2. Click the "Blackboard" link
3. Select your course from the "My Courses" list
4. Logoff when you have completed your work

How To Access Grades
Semester grades will be available online approximately one week after the exam period.
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Student Records"
5. Click on "Grades/Registration History"
6. Print your grade history using your web browser’s print function
7. Logoff

How To Access Transcripts
Semester grades will be available online approximately one week after the exam period.
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the "Banner Student & Faculty Self-Service"
4. Click on "Student Records"
5. Click on "Transcripts"
6. Click on "Request Official Transcript"
7. Click on "Access the Transcript Ordering Site" then follow the instructions
8. Logoff

To access your unofficial transcript repeat steps 1-5
6. Click on "View Unofficial Transcript"
7. Select "Transcript Level"
8. Click on "Submit"
9. Logoff
## PLAN FOR YOUR FUTURE

*Helpful steps to be successful at MCC.*

### APPLY FOR ADMISSION

**Getting Started**
- Apply for admission
- Submit the FAFSA
- Register for Accuplacer® test or submit SAT/ACT scores
- Attend New Student Orientation to register for classes
- Pay for classes
- Use Focus®2 to explore career possibilities

**Before Completing 15 Credits**
- Meet academic advisor or attend Next Step Advising session
- Use student resources
  - Library
  - Academic Support Center
  - Degree Works
- Join or start a club
- Attend a campus event

**Before Completing 30 Credits**
- Explore transfer options
- Discover career options and cooperative education or internships
- Explore community engagement
- Explore the Alumni Association

### ACCESS RESOURCES

**Before Completing 45 Credits**
- Review your transcript with your advisor
- Transfer students: communicate with your prospective institution
- Career students: prepare your resume and attend Career Services workshops

**Before Completing 60+ Credits**
- Verify that you have met all program requirements with your advisor
- Apply for graduation by the deadline
- Register online with the MCC Alumni Association

### EXPLORE OPTIONS

**Certificate programs (12-30 credits) follow steps 1-3**

**Degree programs (60+ credits) follow steps 1-5**

### TRANSFER OR CAREER

- **Apply for Admission**
  - You will need to:
    - Provide high school diploma or GED or, if transferring in, provide college transcripts
    - Declare your program of study
    - Provide proof of immunization

- **First-Time College Students:**
  - Register for New Student Orientation

- **Transferring In Students:**
  - Students with previous college credit register for Next Step Advising session

- **Helpful Tips for Each Semester**
  - Meet with academic advisor prior to registering each semester
  - Have a general understanding of important college policies
    - Add/Drop
    - Withdrawal
    - Refund
  - Explore scholarships available from MCC and elsewhere
  - Pick up free bus/rail U-Pass CT
  - Submit FAFSA each year

- **Important Contacts and Services**
  - Academic Support Center 860-512-2610
  - Adults in Transition 860-512-3343
  - Admissions 860-512-3210
  - Advising and Counseling Services 860-512-3320
  - Bookstore 860-645-3140
  - Career Services and Veterans Affairs 860-512-3362
  - Bursar’s Office 860-512-3640
  - Disability Services 860-512-3590
  - Financial Aid Office 860-512-3380
  - First Year and New Student Programs 860-512-3330
  - Library 860-512-2883
  - Mentoring Programs 860-512-3328
  - Student Activities 860-512-3280
  - Registrar’s Office 860-512-3220
  - Testing Services 860-512-3590
Degrees and Certificates Offered at MCC

Students should consider selecting a degree or certificate program of study when applying for admission to MCC.

Programs of study are listed in the MCC College Catalog and include in-depth program descriptions, requirements and course selections. The catalog can be found online by going to http://catalog.mcc.commnet.edu.

To view the most up-to-date listing of available courses in the current semester, go to manchestercc.edu/search-for-courses.

ASSOCIATE DEGREES

Accounting, Career
Accounting and Business Administration, Transfer
Art Studies: CSCU Pathway Transfer
Biology Studies: CSCU Pathway Transfer
Business Administration, Career
– Entrepreneurship Option
Business Office Technology
– Administrative Assistant, Medical
– Administrative Assistant, Office
Business Studies: CSCU Pathway Transfer
Chemistry Studies: CSCU Pathway Transfer
Communication: Media
– Journalism Option
Communication Studies: CSCU Pathway Transfer
Computer Game Design
Computer Network Technology
Computer Science Studies: CSCU Pathway Transfer
Criminal Justice
Criminology Studies: CSCU Pathway Transfer
Culinary Arts
Disability Specialist
– Speech-Language Pathology Assistant Option
Drug and Alcohol Recovery Counselor
Early Childhood Education
Early Childhood Teacher Credential Studies: CSCU Pathway Transfer
Engineering Science
English Studies: CSCU Pathway Transfer
Environmental Science
Exercise Science Studies: CSCU Pathway Transfer
Foodservice Management
French Studies: CSCU Pathway Transfer
General Studies
Graphic Design
Health and Exercise Science
History Studies: CSCU Pathway Transfer
Hotel-Tourism Management
Interpersonal and Organizational Communication
Liberal Arts and Science
Management Information Systems
Manufacturing Engineering Technology
Marketing
Mathematics Studies: CSCU Pathway Transfer
Music Studies
Occupational Therapy Assistant Paralegal
Physics Studies: CSCU Pathway Transfer
Political Studies: CSCU Pathway Transfer
Psychology Studies: CSCU Pathway Transfer
Radiologic Science
– Radiography
– Radiation Therapy
Respiratory Care
Social Service
Social Work Studies: CSCU Pathway Transfer
Sociology Studies: CSCU Pathway Transfer
Spanish Studies: CSCU Pathway Transfer
Surgical Technology
Technology Studies
– Computer-Aided Design Option
– Engineering Technology Option
– Industrial Technology Option
Therapeutic Recreation
Visual Fine Arts
– Photography Option

CERTIFICATES

Accounting
Computer-Aided Design
Computer Network Technology
Corrections
Criminal Justice
Culinary Arts
Dental Assistant
Disability Specialist
Electronic Health Records Specialist
Entrepreneurship/Small Business
Forensic Science
Health Career Pathways
Hotel-Tourism
Lean Manufacturing
Marketing
Media Technology
Medical Insurance Specialist
Office Support Specialist
Paralegal
Photography
Precision Manufacturing
Professional Baker
Public Relations
Social Media Specialist
Social Service
Therapeutic Recreation
Web Technology
START
with an **associate degree** from a Connecticut Community College

- Art Studies
- Biology Studies
- Business Studies
- Chemistry Studies
- Communication Studies
- Computer Science Studies
- Criminology Studies
- Early Childhood Teacher Credential Studies
- English Studies
- Exercise Science Studies
- French Studies
- History Studies
- Mathematics Studies
- Physics Studies
- Political Studies
- Psychology Studies
- Social Work Studies*
- Sociology Studies
- Spanish Studies

* CSU Social Work programs admit a fixed number of students each year.

FINISH
with a **bachelor’s degree** from a Connecticut State University or Charter Oak State College

- Central CT State University
- Eastern CT State University
- Southern CT State University
- Western CT State University
- Charter Oak State College

**CONNECTICUT’S MOST AFFORDABLE BACHELOR’S DEGREE**

**START**
with an **associate degree** from a Connecticut Community College

- Art Studies
- Biology Studies
- Business Studies
- Chemistry Studies
- Communication Studies
- Computer Science Studies
- Criminology Studies
- Early Childhood Teacher Credential Studies
- English Studies
- Exercise Science Studies
- French Studies
- History Studies
- Mathematics Studies
- Physics Studies
- Political Studies
- Psychology Studies
- Social Work Studies*
- Sociology Studies
- Spanish Studies

* CSU Social Work programs admit a fixed number of students each year.

**FINISH**
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- Eastern CT State University
- Southern CT State University
- Western CT State University
- Charter Oak State College

**OR VISIT**
[WWW.CT.EDU/TRANSFER](http://WWW.CT.EDU/TRANSFER)
FOR MORE INFO

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**Manchester Community College**
TransferTicket@manchestercc.edu
manchestercc.edu/transfertickets
Pay tuition and fees

Tuition and fees are subject to change.

All students taking General Fund courses are encouraged to pay their tuition at the time of registration; the payment of all fees is due at the time of registration. Please refer to the website for updated tuition and fees. A General Fund course is any 15-week credit course offered during the fall and spring semesters.

Full payment (tuition and fees) for credit extension courses is due upon registration. Credit extension courses are any 3-, 6-, 8- or 12-week classes offered in spring, fall semesters and winter intersession.

Please note: The addition of a credit extension class to a full-time General Fund load will require payment of an additional credit fee.

General Fund Payment
Fall 2019 (15-week Classes):

Before August 5, 2019: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

After August 6, 2019: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. Upon enrolling in the payment plan, students must pay a $25 non-refundable payment plan fee along with the first installment. The payment plan will be available online and in-person on August 6, 2019. For more information, contact the Bursar’s office at 860-512-3640.

General Fund Payment
Spring 2020 (15-week Classes):

Before December 31, 2019: Students must pay the college service fee, student activity fee and all mandatory usage fees at the time of registration.

After January 2, 2020: Students must pay tuition, college service fee, student activity fee and all mandatory usage fees at the time of registration.

Installment Plan: Students taking six or more credit hours qualify to take part in the installment payment plan. Upon enrolling in the payment plan, students must pay a $25 non-refundable payment plan fee along with the first installment. The payment plan will be available online and in-person on January 7, 2020. For more information, contact the Bursar’s office at 860-512-3640.

As always, if a student cannot afford to make a payment and/or is no longer interested in taking classes, it is their sole responsibility to drop those courses or the student may be subject to applicable charges. Please be sure to read the refund policies at manchestercc.edu/refund.

Credit Extension Payment
(Accelerated 3-, 6-, 8- and 12-week Classes)

Credit extension courses require full payment of tuition and fees at the time of registration. Students who do not want to take a course once they have registered for it must submit an Add/Drop form to the Registrar’s office, whether or not payment has been made. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend. Please see Credit Extension Refund Policy on page 18.

Seniors and veterans, please note: There are no tuition waivers; Connecticut Tuition Waiver and National Guard Waiver do not cover Credit Extension courses.

Payment Information

A $25 returned check fee will be charged to students for any check returned for insufficient funds or stop payments.

Payments may be made at the Bursar’s office (Student Services Center, first floor) during regular office hours. Tuition can also be paid by mail or online at http://my.commnet.edu.

Acceptable payment methods for tuition are cash, check or credit card (American Express, Discover Card, MasterCard or Visa).

Bursar’s Office Hours

Monday, Wednesday, Thursday ............9:00 a.m.-3:30 p.m.
Tuesday .............................................9:00 a.m.-7:00 p.m.
Friday ...............................................9:00 a.m.-1:00 p.m.
General Information

Academic Support Services
The Academic Support Center (ASC), located in the Student Services Center, SSC L282, offers many opportunities for academic assistance to students of all ability levels. Individual or small group tutoring, subject-related review sessions, ESL and foreign language conversation labs, and college survival skills workshops are some of the services offered to students to enhance their understanding of classroom material. The Academic Support Center offers walk-in support for writing and mathematics in addition to individual tutoring appointments.

Computer-Assisted Lab: Basic training in Windows, Microsoft Office and the Internet is available by individual appointment. Computers may be used on a walk-in basis.

eTutoring: Students may register for free online tutoring assistance in writing (all subject areas), mathematics, accounting, statistics, biology, chemistry, general science, and anatomy and physiology. Students can submit writing assignments for feedback, receive live one-on-one mathematics help (subject to tutoring schedules) and leave questions for tutors. eTutoring is coordinated by the Connecticut Distance Learning Consortium, and tutors are based in participating academic institutions, including MCC. Visit the website at etutoring.org.

Individual Tutoring: Students may make day, evening and Saturday appointments for coursework tutoring in the ASC. Subjects for one-to-one tutoring include English, math, science, social sciences, business, accounting and others. Tutors include faculty, professional staff and trained peers.

Writing Center: The Writing Center is equipped with computers and assorted reference materials. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers’ groups. The Writing Center does not offer extensive one-to-one tutoring, but students may be referred to an individual English tutor appointment for more comprehensive one-on-one assistance. Writing Center staff members will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers.

Information about all of the services offered by the Academic Support Center is available at manchestercc.edu/asc.

Add/Drop
General Fund (15-week): Please see Important Dates on page 3. All students receiving financial aid will be required to advise the Financial Aid office of schedule changes. Students seeking to change their schedule of classes are advised to consult with their academic advisor before making changes, or call Advising and Counseling Services at 860-512-3320.

Credit Extension (Accelerated 3-, 6-, 8- and 12-week):
Students have until the last business day before the first class meeting to drop a credit extension course; only tuition is refunded. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a "W" on their transcript.

Auditing Courses
Students not wishing to earn course credit may audit a course by completing an audit request form at the time of registration in the Registrar’s office, SSC L157. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student wishing to change from credit to audit status must complete an audit request form within the first four weeks of the semester. Full tuition and fees are charged for audited courses. Students auditing a course may not change to credit status. Note: financial aid does not cover audited courses.

Course Cancellations and Changes
Courses may be cancelled due to insufficient enrollment. Students will be notified by mail, email or phone of course cancellations. Faculty and room assignments are subject to change due to required adjustments in the schedule.

Cross-Registration
Students who attend a Connecticut state university and are registered full-time at their primary institution may register at MCC. Additional tuition and fees will be applied unless the student shows proof of full-time registration and payment at his/her primary college. Cross-registration does not apply to mandatory usage fees, credit extension courses (accelerated 3-, 6-, 8- and 12-week classes), or any non-credit courses taught through the Continuing Education Division. Registrations completed on this basis will only be accepted on the day before the start of the semester, on a space-available basis. See Important Dates on page 3. An admission fee of $20 will be due from first-time applicants.

Manchester Community College is also a member of the Hartford Consortium for Higher Education (HCHE): http://hartfordconsortium.org. Students must first get their home institution’s approval before registering for HCHE courses. Interested students should contact the Registrar’s office for a current listing of available courses, call 860-512-3220, visit SSC L157 or go to www.manchestercc.edu/hche.
Distance Learning Courses
Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses. MCC offers three types of distance learning courses that are listed under “Instructional Types” in the “Course Search” section on myCommNet. They are:

- **ONLN**: All ONLN courses take place fully online through Blackboard, MCC’s course management system. Instructors may also use other online tools, such as publishers’ websites or wikis.
- **OLCR**: Online courses with on-campus requirements such as tests or orientations.
- **HYBR**: In a hybrid course, students will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor, so students should check their schedule carefully.

Although MCC’s online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@manchestercc.edu. Students should also review the information on the ETDL website at manchestercc.edu/blackboard. This site includes information about how to log into Blackboard, where to get help, technical requirements for your computer and other resources.

How To Access Distance Learning Courses
To access your online class material using Blackboard:
1. Login to myCommNet using your NetID and password
2. Click the “Blackboard” link
3. Select your course from the “My Courses” list
4. Logoff when you have completed your work

Explore Academic Majors and Career Pathways with FOCUS®
FOCUS 2 is an online, interactive career and education planning system that combines self-assessment, career exploration and decision making into one comprehensive program. Students will be able to assess their values, skills and interests and explore career fields and major areas of study that are compatible with their assessment results. FOCUS 2 also lets students compare occupations they may be considering so that they can make a more informed occupational choice. To get started using FOCUS 2:
1. Go to manchestercc.edu/focus2
2. Select “Create a new account” and use the access code: **cougars**

Please note: FOCUS 2 is most effective if students meet with Career Services staff or an advisor to review their results. Once students have completed FOCUS 2, they can stop by the office located in SSC L120, or contact Career Services to arrange for a follow-up appointment. Students with questions on how to use FOCUS 2 should visit the Career Services office.

Graduation/Commencement
Students who anticipate completing the requirements for an associate degree and/or a certificate must complete an application by the following deadlines:

- March 15 for May conferral
- July 15 for August conferral
- October 15 for December conferral

Students completing their graduation requirements in August and December are invited to the next May’s commencement ceremony. For more information and a graduation application, please visit manchestercc.edu/graduation.

Students who do not complete requirements can request re-evaluation for the next conferral date/year.

No or Low Cost Textbooks
Courses marked as “NoLo” in the Banner registration system, contain text-based materials that are no cost or low cost, and will not exceed $40. College and course participation may vary. For more information on the NoLo program, go to http://www.ct.edu/oer#nolo.

Senior Citizen Registration
Students age 62 or older may register for classes on a space-available basis the day before the start of the semester and have their General Fund in-state tuition, college service fees and student activity fees waived. (See **Important Dates** on page 3.) Waivers do not apply to mandatory usage fees, credit extension (accelerated fall and spring, summer and winter sessions) or any non-credit courses taught through the Continuing Education Division.

Services for Students with a Disability
**Physical or Psychological Disability**: Contact Joseph Navarra, Coordinator of Disabilities Services, at 860-512-3592, SSC L131. Students should schedule a meeting to review supporting documentation of the disability for determining the type of accommodations that MCC may provide.

**Learning Disability or ADD/ADHD**: Contact Gail Stanton, Learning Disabilities Specialist, at 860-512-3597, SSC L131. Students should schedule a meeting to review supporting documentation...
of the learning disability for determining the type of academic accommodations that MCC may provide.

**Testing accommodations:** Contact Georgette E. Hyman, Assistant Director, Disabilities Services and Testing, at 860-512-3596, SSC L131. After completing a consultation with a counselor (Joseph Navarra or Gail Stanton), students must submit a completed Testing Adjustment Request Form, available online. Requests must be made at least one week in advance.

**Veterans**
Veterans are served by the staff in the Veterans OASIS in SSC L101 and Career Services and Veterans Services office in SSC L120. A School Certifying Official (SCO) will assist eligible veterans each semester with the required processes and procedures for receiving monthly benefits, tuition waivers and other educational benefits.

All veterans seeking monthly benefits must be matriculated into a degree or certificate program. Only courses that are directly applicable to their degree program will count towards eligibility for monthly benefits. Veterans that are transfer students must request an official transcript to be sent to the Admissions office for evaluation of prior credit.

Veterans who are eligible to receive educational benefits must complete the VONAPP located at https://www.va.gov, and submit their DD 214 to the SCO. If a member of the CT National Guard, the student must request through his/her Unit Education Officer a Notice of Basic Eligibility prior to the start of classes, in order for the National Guard Waiver letter to be sent to the SCO via email or regular mail.

In addition, veterans are eligible for a full tuition waiver for General Fund courses if they were:

a. honorably discharged or released under honorable conditions from active service;
b. on active duty for at least 90 days during specific periods of conflict.

Tuition waivers cover only the cost of tuition for General Fund credit-bearing courses. They do not cover expenses associated with books, supplies or student fees. In addition, they do not cover credit extension fund courses such as accelerated classes, winter intersession classes or summer classes.

Students withdrawing from courses are required to notify the School Certifying Official as soon as possible. This will allow for the SCO to promptly notify the VA and avoid overpayment of benefits to the student. Veterans are responsible for satisfactory pursuit of the courses in which they register and for notifying Veterans Services of any change in status. For more information, please call 860-512-3375.

**Withdrawal and Refund Policy**
It is the responsibility of each student to know and comply with the withdrawal policies and deadlines. Ignorance of policies or deadlines cannot be used as justification for a refund.

**General Fund Withdrawal policy (15-week Courses)**
See the Important Dates on page 3 for the exact dates these milestones occur.

Prior to the 1st day of the semester, students may withdraw from courses online or submit the Add/Drop Request to the Registrar's office. Courses that a student drops will be removed from the student's schedule and will not appear on his/her transcript.

First 14 calendar days of the semester, students must complete an Add/Drop Request and submit it to the Registrar's Office. Courses that a student drops will be removed from the student's schedule and will not appear on his/her transcript.

15 days up to 2/3 of the semester, students must obtain a withdrawal form from the Registrar's office. Grades for courses from which a student withdraws will be recorded as "W" at the end of the semester.

After official withdrawal date (last 1/3 of the semester), students must obtain an Instructor Approval Course Withdrawal form from the Registrar's office or academic division offices. Grades for courses from which a student withdraws will be recorded as "W" at the end of the semester.

*A request for a withdrawal after the official withdrawal date does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar's office by the last day of classes.

**General Fund Refund Policy (15-week Classes)**

- Prior to the 1st day of the semester, 100 percent refund of tuition, and supplemental and material fees. No refund of college service, student activity and clinical fees*.
- First 14 calendar days of the semester (from August 28 to September 10, 2019 for the Fall semester and January 21 to February 4, 2020 for the Spring semester), 50 percent refund of tuition, and supplemental and material fees. No refund of college service, student activity and clinical fees*.
- 15 days or later (September 11, 2019 for Fall semester and February 5, 2020 for the Spring Semester), No refund of tuition, and supplemental and material fees. No refund of college service, student activity and clinical fees*.

* Students may request a full refund of the clinical fee if they drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

Once the semester starts, students are advised to consult with their academic advisor before making changes, or contact Advising and Counseling Services.

Students who register after the drop for non-payment deadline will not be dropped for non-payment. Students will incur a financial obligation to the college if payment is not received or if they do not withdraw prior to the course withdrawal/refund deadline. The student will be charged for the class even if he/she never attends class meetings.
WHY MCC?

Jaron Thomas
Radiologic Science – Radiography

I decided to come to MCC because being able to set my own schedule — along with lower tuition prices and less reliance on financial aid — attracted me. I wanted to get my general education classes done at MCC where I had this type of freedom, and since I wasn’t completely sure of what I wanted to do yet, it seemed like the best option. I wanted to figure out what my thing was.

While still a general studies major, I attended a radiology information session, and it immediately sparked my interest. I had limited knowledge of what exactly radiology was, and once I attended that information session it was more clear. I also realized that I have personal connection to the field: when I was younger, I hurt my hip and had to have a lot of x-rays, so it is easier for me to relate back to patients, because I know how it feels to be in that situation. This personal experience and the information session tied together and made me realize what my true calling is.

MCC helped me keep my grades up by providing resources that were always available. I am unsure of where I want to go next but, after I graduate, one of my goals is a bachelor’s degree, as well as possibly going into another modality in the x-ray field.

General Information (continued)

Credit Extension Withdrawal Policy
(3-, 6-, 8- and 12-week Accelerated Courses)
See the Important Dates page 3 (fall, spring) and the Summer Session and Winter Intersession Catalogs for the exact dates these milestones occur.

Up to the end of the last business day prior to the first day of the course, students may withdraw from courses online prior to the start of the session or visit the Registrar’s office for assistance prior to the first day of the class. Courses that a student drops will be removed from the student’s schedule and will not appear on his/her transcript.

First class meeting day up to 2/3 of the session, Students can withdraw online or obtain a withdrawal form from the Registrar’s office. Grades for courses from which a student withdraws will be recorded as “W” at the end of the session.

After official withdrawal date* (last 1/3 of the session), students must obtain an Instructor Approval Course Withdrawal form from the Registrar’s office or academic division offices.* Grades for courses from which a student withdraws will be recorded as “W” at the end of the session.

* A request for a withdrawal after the official withdrawal date does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar’s office by the last day of classes.

Credit Extension Refund Policy
(3-, 6-, 8- and 12-week Accelerated Classes)
Up to end of the last business day* prior to the first day of the course, 100 percent refund of tuition, and supplemental and material fees. No refund of college service and student activity fees.

First class meeting day or later, No refund of tuition, and supplemental and material fees. No refund of college service and student activity fees.

* Requests must be made by Friday for courses starting Saturday-Monday.

Additional Refund Policies for General Fund and Credit Extension Courses
Tuition and fees post to a student’s account automatically when the student registers for a course. It is the student’s responsibility to formally drop a course.

If the college cancels a course, the student will automatically be granted 100 percent adjustment of associated charges except the application fee.

Tuition cannot be transferred to other semesters.

Other non-refundable fees include:
• Application Fee
• Installment Plan
• Late Payment
• Transportation Fee (Fall and Spring Semesters)

It is also important to note:
• Failure to attend a class does not relieve the student of financial responsibility for a course.
Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.

Students are required to officially drop class(es) by the official deadline published each semester in the Enrollment Guide for fall and spring classes, and in the Summer Session and Winter Intersession Catalogs. If you do not drop a course within the allowable drop period, you are still obligated to pay for the course, whether or not you attend; the college does not automatically drop students from courses because they do not attend.

deadlines for credit extension sessions are based on the start date of courses and are adjusted appropriately.

Refund/returns of Title IV funds are made in accordance with applicable federal rules and regulations that take precedence over college refund policies.

Students receiving financial aid must consult with the Financial Aid office before dropping or withdrawing.

Refund Appeal Policy for General Fund and Credit Extension Courses
In the event a student experiences extraordinary circumstances that necessitates their withdrawing from a course beyond the allowable drop period, a refund appeal must be submitted within 10 calendar days from the start of the class to be considered. After the 10-day extension, no refunds will be issued regardless of the circumstances.

Appeals will only be considered for the following extraordinary circumstances:

- severe illness or medical emergency (a doctor’s note is required)
- military transfer (a copy of the transfer orders is required)
- administrative error (documentation required to support request).

The circumstances that will not be considered include:

- change of employment situation
- misunderstanding of start date or dates of class and/or lack of knowledge of policies and deadlines
- misunderstanding of registration process
- inability to transfer course
- normal illness
- transportation issues
- childcare issues
- poor decision or change of mind by student regarding course selection
- dissatisfaction with course content or instructor
- conditions of chronic illness or other medical/health conditions that remain unchanged and were known to the student at the time of registration

To request an exception to the Refund Policy:

- Read the Refund Appeal Policy and determine if you meet the guidelines.
- If you meet the guidelines, be sure to withdraw from course(s) prior to submitting an appeal.

- If you are receiving financial aid, consult with the Financial Aid office before withdrawing from class.
- Complete the Refund Appeal Form; provide all information requested and attach supporting documentation. Forms without documentation will not be considered.
- Sign, date and submit the form in person to the Registrar’s Office, SSC L157, or mail to Refund Appeals Committee, Registrar’s Office MS #13, Manchester Community College, P.O. Box 1046, Manchester, CT 06045-1046.

No telephone requests for refunds will be taken. After 10 days, appeals will not be considered, regardless of the circumstances a student may experience.

The Refund Appeals Committee meets twice per month. A written response will notify the student of the outcome. All decisions of the Refund Appeals Committee are final.

Workforce Innovation and Opportunity Act (WIOA)
The Workforce Innovation and Opportunity Act (WIOA) was passed into law on July 22, 2014. It is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

WIOA scholarships are available to adults and dislocated worker who meet the income and other guidelines, and who need training to be competitive in today’s workforce.

The Connecticut’s Eligible Training Providers List (ETPL) lists available training and apprenticeship programs as well as public and private education and training institutions identified by the State of Connecticut as eligible to receive WIOA training funds.

Manchester Community College has partnered with the Northeastern Regional Workforce Investment Board in the Greater Hartford area to provide training. We offer credit and non-credit programs approved by the Workforce Investment Board. Adults and dislocated workers need to be qualified for WIOA scholarships at the American Job Center in their town.
Notice of Non-discrimination:
Manchester Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability; learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debi Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS F, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Alternative formats of this material may be provided upon request. MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. March 2019/12M/PR

Photo credits: Brian Lombardo ’95, Ann Montgomery ’96

Enroll Today!
manchestercc.edu

6 easy steps to taking credit classes at MCC